*Amended by the Virginia 4-H Shooting Education Council – January 2023*

**BY-LAWS OF THE VIRGINIA 4-H SHOOTING EDUCATION COUNCIL**

**ARTICLE I - NAME**

The name of the organization shall be the Virginia 4-H Shooting Education Council; herein referred to as the “Council”.

**ARTICLE II - PURPOSE**

The Council is organized to foster the development of 4-H youth in the shooting education program by:

A. Administering the program,

B. Developing and promoting statewide 4-H shooting events and activities,

C. Planning and scheduling training programs for staff (“staff” includes paid and volunteer),

D. Developing informational and promotional materials for use in the program,

E. Approving the certification and re-certification of Level I, Level II and Level III

 Instructors: Level II and Level III instructors herein referred to as the “Training Team,” and

F. Identifying funding sources, developing resources and administering the budget for the program.

**ARTICLE III - MEMBERSHIP**

Section 1. Membership. Voting members of the Council may consist of:

1. State Coordinator
2. Representatives from the Training Team
3. Discipline Committee Chairs
4. Major Event Chairs (Spring Air, District Shoots, State 4-H Shoot, Shotgun Championship, etc.)

(d) Two representatives from the 4-H Educational Centers

(e) One representative from each Extension District

(f) One at-large representative from each Extension District

(g) Up to two representatives from the Virginia 4-H Shooting Sports Teen Ambassador Program

(h) Up to two representatives from affiliates as needed (AIM, DWR, NRA, etc.)

Section 2. Appointment. Members are appointed as follows:

1. Training Team members who have completed a National Workshop and apprenticed at a State Workshop may become council members by accepting an invitation to join the council. Each December the chair, or their designate, shall invite all training team members to join the Council with acceptance due by the winter meeting. Invitation shall include expectations. Training Team representatives may serve on the council as long as they are active Training Team members.
2. Discipline Committee Chairs are appointed annually by the Council.
3. Major Event Chairs are appointed annually by the Council and shall serve until the end of the year in which their event occurs.
4. 4-H Center representatives are appointed by the *Organization of Virginia 4-H Centers.*
5. District representatives are paid staff and appointed by the District.
6. At-large district representatives are volunteer staff and appointed by the Council.
7. 4-H Shooting Sports Teen Ambassador Representatives are appointed by the Ambassador Program.
8. Affiliates are appointed by the Council.

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Section 3. Term Limits. There are no term limits.

Section 4. Expectations. Council members are expected to:

1. Attend at least half of the regularly scheduled Council meetings each year,
2. Serve on at least one committee, and
3. Participate in all special electronic meetings.

**ARTICLE IV - OFFICERS**

Section 1. Officers. The voting officers shall be: Chair, 1st Vice-chair, 2nd Vice-Chair, Secretary and Treasurer.

Section 2. Election of Officers. Officers will be elected at the winter meeting of the Council by a simple majority of members present.

Section 3. Terms of Office. Officers will be elected for two-year terms. Officers serve staggered terms. The Chair, 2nd Vice-Chair and Treasurer will be elected in even years. The 1st Vice Chair and Secretary will be elected in odd years. Officers are eligible for re-election. Elections will be done by ballot.

Section 4. Executive Committee. The Officers and State Coordinator shall constitute the Executive Committee. The Council Chair shall serve as Chair of the Executive Committee. Executive committee meetings may be called by the Chair, the State Coordinator, or by a minimum of two Executive Committee members. Meetings may be conducted in person, by phone or electronically. A quorum of the executive committee shall be a majority of the members. All Executive Committee decisions shall be made by a majority vote of the members participating in the Executive Committee meeting.

**ARTICLE V – DUTIES OF OFFICERS AND STATE COORDINATOR**

Section 1. Duties of Chair. The Chair will be the chief executive officer of the Council and shall:

(a) Preside over all meetings,

(b) Call special meetings as needed,

(c) Make appointments as instructed by the Council, and

(d) Perform other duties as instructed by the Council.

Section 2. Duties of 1st Vice-chair. The 1st Vice-chair will:

(a) Preside over meetings in the absence of Chair and

(b) Coordinate committee work of the Council.

Section 3. Duties of the 2nd Vice-Chair. The 2nd Vice-Chair will:

(a) Keep Council membership up-to-date, and

(b) Keep Level I, Level II and Level III instructor databases up to date. Databases to include name,

 mailing address, e-mail address, phone number, disciplines, and certification/re-certification dates.

Section 4. Duties of the Secretary. The Secretary will:

1. Send out meeting notices,

(b) Take meeting minutes and send to membership no later than two weeks after each meeting,

(c) Keep a record of Council attendance,

(d) Maintain archive of meeting minutes and compile motions on a yearly basis,

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(e) Keep *Virginia 4-H Shooting Education Program Policies and Procedures* up-to-date, and

(f) Take responsibility for general Council correspondence.

Section 5. Duties of the Treasurer. Working with paid Extension staff, the Treasurer will:

(a) Serve as chair of the budget committee,

(b) Keep records of all financial activity of council accounts,

(c) Present a financial report at each meeting, and

(d) Authorize payments from council accounts.

Section 6. Duties of the State Coordinator. The State Coordinator will:

(a) Serve as supervisor to the Council,

(b) Serve as liaison between the Council and the State 4-H Office, Virginia Cooperative Extension and

 the National 4-H Shooting Sports Committee,

(c) Assist with planning, implementation and evaluation of events as needed,

(d) Assist the Council and various committees with development of events and training programs,

(e) Communicate and correspond with Council members and other volunteers to assure an adequate

 flow of information to all parties, and

(f) Work with the 2nd Vice-Chair to administer listservs and records on training, certification and

 re-certification of instructors and training team members.

**ARTICLE VI - MEETINGS OF THE COUNCIL**

The Council will meet at least twice annually. Meetings of the Council will be open. The last meeting of the calendar year will include establishment of the annual calendar. The first meeting of the calendar year will include election of officers and appointments. The Chair, the Coordinator, or a minimum of two Executive Committee members may call meetings as necessary for the conduct of business.

**ARTICLE VII - QUORUM**

Twenty-five percent of the membership shall be necessary to constitute a quorum for the conduct of business except where otherwise noted in these bylaws. A majority of the members present at any meeting shall decide any question coming before the Council.

**ARTICLE VIII - PARLIAMENTARY AUTHORITY**

Robert’s Rule of Order shall govern meetings when they are not in conflict with the Council’s bylaws.

**ARTICLE IX - COMMITTEES**

Section 1. Standing Committees. The following standing committees will be established:

1. Discipline Committees. Committees shall be established in the following disciplines: Archery, Coordinator, Hunting & Outdoor Skills, Muzzleloading, Pistol, Rifle and Shotgun. Committee members to include voting members (see Article III, Section 1) and additional, non-voting committee members as needed in that discipline. Committees to designate their Committee Chairs at the winter Council meeting. The purpose of these committees is to:

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1. Assist with the planning, implementation and evaluation of competitions, state workshops/instructor certifications, camps and other discipline specific events,
2. Recommend changes to the Council in discipline specific areas of the instructor program and recommend candidates for national workshops,
3. Recommend changes to the Council in areas related to competitive shooting such as match rules and state championships,
4. Develop criteria for the selection of coaches of record and teams representing Virginia at the 4-H Shooting Sports National Championships; support teams going to national championships, and
5. Recommend to the Council any other changes, rules or solutions to issues related to the safe and efficient conduct of shooting education activities specific to that discipline.

1. Major Event Committees. Major events will be identified annually at the winter meeting. Major event committees shall be responsible for the safe and efficient operation of the event including advertising, finances and keeping the Council informed of all significant changes in the match program or logistics of the event. Major event committees shall present event plans to the Council for approval.
2. District Committees. Each Extension District is encouraged to establish a committee to address the needs of the shooting education program in their district (Example – District Shoot).

Section 2. Other Committees. Other committees shall be appointed by the chair as needed.

**ARTICLE X - SPECIAL ELECTIONS**

In the event of the resignation, removal or death of an elected officer, a special election will be held at the next scheduled meeting of the Council. The Executive Committee will assure that duties of the vacant office are fulfilled.

**ARTICLE XI - AMENDMENT OF BY-LAWS**

These by-laws may be amended at any regular or special meetings of the Council, at which a quorum is present, by a majority vote of the members present at such meeting. Notice of such proposed amendments must be included in a two-week notice of the meeting or be presented at the previous meeting of the Council.

**ARTICLE XII - VIRGINIA 4-H SHOOTING EDUCATION PROGRAM**

**POLICIES AND PROCEDURES**

A separate document entitled “*Virginia 4-H Shooting Education Program Policies and Procedures*” shall be maintained by the Secretary of the Council. This document may be changed or edited as necessary by a majority vote of Council members present at any Council meeting. Policy and procedure changes will only take effect after Virginia’s Extension Administrative Team reviews and approves the changes. The *Virginia 4-H Shooting Education Program Policies and Procedures* shall address specific operating guidelines for shooting education clubs, 4-H centers and events. It shall be the responsibility of the Coordinator to ensure that this document and its revisions are distributed to the various shooting education programs in Virginia.

**ARTICLE XIII - REMOVAL OF OFFICERS OR MEMBERS**

Removal of an officer or member must be implemented by the Coordinator in a way which follows the “dismissal of a volunteer” process outlined in Virginia Cooperative Extension and Virginia 4-H Policies.

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